

Rec mgt 9-1

BASIS FOR ESTIMATED ANNUAL SAVINGS OF \$1,000,000 IN
PAPERWORK MANAGEMENT AS INDICATED IN COMPARATIVE DATA
PREPARED FOR BUREAU OF THE BUDGET REPORT - 31 March 1955

Records Disposition	\$ 295,740.
Forms Management	350,000.
Correspondence Management	29,017.
Reports Management	48,034.
Records Systems	106,000.
Filing Equip. & Supplies	22,800
Microfilming	28,750.
Business Machines	150,000.
Directives	<u>15,000.</u>
TOTAL	\$ 1,045,341.